



DEPARTMENT OF THE TREASURY
DEPARTMENTAL OFFICES
SENIOR EXECUTIVE SERVICE CAREER OPPORTUNITIES

ANNOUNCEMENT NO.: 2003-094VCJ

OPENING DATE: 06/03/03

LOCATION: WASHINGTON, D.C.

CLOSING DATE: 06/16/03

POSITION: Deputy Director for Management and Chief Financial Officer
ES-301 (Between ES-1 and ES-4, \$131,342 to \$142,500 per annum)

LOCATION: Departmental Offices
Office of the Under Secretary
(Domestic Finance)
Office of Director
(Community Development Financial Institutions (CDFI) Fund)
Washington, D.C.

AREA OF CONSIDERATION: Qualified Federal Employees Only (Applicants who do not submit the information required in the "HOW TO APPLY" section, will not receive consideration.)

NOTE: This position has been designated as a Career Reserved SES position and will be filled on a career basis. Office of Personnel Management approval and a probationary period will be required for any applicant who does not have SES career status. Additionally, the individual selected will be subject to the necessary security investigation for a critical sensitive position and reporting requirements of the Ethics in Government Act of 1978.

What is a CDFI? A community development financial institution, or CDFI, is a financial intermediary that has community development as its primary mission and develops a range of programs and methods to meet the needs of low-income communities. CDFIs make loans and investments that are considered unbankable by conventional industry standards and serve borrowers, investees, and customers not serviced by mainstream financial institutions.

DUTIES: This position is that of Deputy Director for Management and Chief Financial Officer for the Community Development Financial Institutions (CDFI) Fund. The incumbent reports to the Director of the CDFI Fund and is responsible for overseeing all aspects of the CDFI Fund's financial management, awards management, portfolio monitoring and evaluations, and information technology, and general administration. The incumbent will function as the Chief Financial Officer for the CDFI Fund and serve as Deputy to the Director with respect to all operational, financial, and administrative functions.

You may email your application to vera.jones@do.treas.gov or fax your application to (202) 622-0161.

QUALIFICATION REQUIREMENTS: A candidate's experience must have been at a sufficiently high level of difficulty to show clearly that the candidate possesses the professional, technical, and program knowledge, skills, and abilities outlined under PROFESSIONAL/TECHNICAL QUALIFICATIONS AND EXECUTIVE CORE QUALIFICATIONS.

A. PROFESSIONAL/TECHNICAL PROGRAM QUALIFICATIONS-MANDATORY

- 1) Not less than six (6) years of practical, professional experience in a large government or private sector organization. Experience must include the following areas: 1) financial management, including budget formulation, execution, analysis, and submission (as required under OMB Circulars A-11 and A-34), and financial accounting and reporting, 2) administrative services, including procurement and human resources management; and 3) information technology, including oversight of major information technology projects. Demonstrated knowledge and experience in working with the CFO Act of 1993(GPRA), the Government Management Reform Act of 1994 (GMRA), the Information Technology Reform Act of 1996 (ITMRA), and applicable regulatory guidance issued by the Office of Management and Budget (OMB), the General Accounting Office (GAO), the Department of the Treasury, the General Services Administration (GSA), and the Office of Personnel Management (OPM).
- 2) Demonstrated experience in planning, coordinating and directing the work of a staff of high level professionals engaged in highly technical financial management, information technology, awards management/monitoring and compliance, and general administrative matters.
- 3) Demonstrated experience in managing all aspects of a grants/awards program with knowledge of rules and regulations applicable to the Federal government, including experience with the NOFA (notice of funds availability) process, managing and accounting for all applications, ensuring all applications which are responsive to the NOFA are given consideration for award, review and ranking of applications for award, disbursement of awards, and post-award compliance and monitoring.
- 4) Demonstrated experience in determining, planning, presenting, and justifying the budgetary requirements for a large governmental or private sector organization including long range planning. Ensures that final budget submission accurately portrays the policies and objectives of the organization's management, and the resulting budget submission is in conformity with the requirements of the appropriate oversight body, if applicable (for example, if for a Federal government organization, the reporting requirements of the Office of Management and Budget would apply).

B. EXECUTIVE CORE QUALIFICATIONS - MANDATORY

The Office of Personnel Management has identified five Executive Core Qualifications (ECQs) that are designed to assess executive experience and potential. The ECQs measure whether an individual has the broad executive

skills needed to succeed in the SES. Candidates must demonstrate executive experience in all five ECQs (SEE HOW TO APPLY SECTION). **Demonstration of possession of ECQs must be limited to 10 pages or less.**

(1) **LEADING CHANGE**

This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity.

(2) **LEADING PEOPLE**

This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

(3) RESULTS DRIVEN

This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

(4) BUSINESS ACUMEN

This core qualification involves the ability to acquire and administer human, financial, material and information resources in a manner, which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision-making.

(5) BUILDING COALITIONS/COMMUNICATION

This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

BASIS FOR EVALUATION: A panel of Senior Executives will review your application and evaluate your qualifications for this position. They will determine the extent to which your education, work or related experience, training, awards, or professional recognition indicate you possess the required executive and technical experience, knowledge and skill.

CONDITIONS OF EMPLOYMENT

-The selectee will be subject to the necessary security investigation.
-Applicants being considered for appointment will be required to

submit a Declaration for Federal Employment.

-Male applicants born after December 31,1959, will be required to complete a certification document confirming their selective service status.

-The selectee will serve a one-year probationary period unless he/she has previously successfully completed a one-year probationary period in the Senior Executive Service.

-The selectee will be required to file a financial disclosure statement in accordance with the Ethics in Government Act of 1978.

-Selectee is subject to a requirement of the Department of the Treasury to undergo a pre-appointment tax check.

-Relocation expenses may not be paid.

HOW TO APPLY: Applications will be accepted from all qualified candidates within the area of consideration. Applications received under this announcement will not be returned. Please do not submit any original documents you will need for your personal records. Forms to complete include:

1. Application for Federal Employment (REQUIRED)

You may apply for this position by submitting any one of the following. However, your application, regardless of the format, must describe your job related qualifications pertinent to this position. The announcement number must be entered on the first page of your application.

- A) A resume which must include the information cited in the Office of Personnel Management (OPM) brochure OF-510, Applying for a Federal Job. This brochure is available from OPM;
 - B) Office of Personnel Management's Optional Application for Federal Employment, OF-612; or
 - C) Submit (1) a completed Standard Form 171 (Application for Federal Employment); or
 - D) Any other written format which includes the information cited in OPM brochure OF-510.
2. (REQUIRED) Candidates must submit a supplemental statement giving specific examples of their experience, education, and accomplishments for the "Mandatory" Professional/Technical Program Qualifications and if applicable, the "Mandatory" Executive Core Qualifications. *(NOTE: SES members and candidates who have been OPM/QRB certified are not required to provide information on the Mandatory Executive Core Qualifications).* A good competency-based executive qualifications statement should include the following elements: (a) a brief summary of your executive experience; (b) two or three examples of relevant experience; and (c) describe experience in terms of the challenge presented, the context in which it was accomplished (e.g., the individuals and groups you worked with and the environment in which you worked), and state the accomplishment including specific examples of results.

NOTE: Applicants who fail to submit all of the REQUIRED information and documents WILL NOT receive consideration for the position.

PLEASE SEND APPLICATIONS TO: DEPARTMENT OF THE TREASURY, DEPARTMENTAL OFFICES, OFFICE OF PERSONNEL RESOURCES, ROOM 6200, METROPOLITAN SQUARE 15TH & PENNSYLVANIA AVENUE, NW, WASHINGTON, DC 20220. APPLICATION PACKAGES MAY ALSO BE EMAILED TO THE ADDRESS ON THE FIRST PAGE OR FAXED TO THE NUMBER ON THE FIRST PAGE. IF EMAILED, PLEASE FAX OR MAIL ANY REQUIRED ADDITIONAL FORMS.

OFFICE OF PERSONNEL RESOURCES CONTACT: VERA C. JONES, 202-622-1104.

APPLICATIONS MUST BE RECEIVED BY June 16, 2003.

Executive Branch agencies are barred from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to the sender.

***ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION/NOAFFILIATION, GENETIC INFORMATION, MARITAL STATUS, OR PARENTAL STATUS.**

APPLICANT CHECKLIST

Your application/resume must contain the information identified below. (This checklist is for your personal use to assist you in preparing your application package. This checklist does not need to be submitted with your application.)

JOB INFORMATION

- Updated SF-171, "Application for Federal Employment," OF-612, "Optional Federal Employment Application," or "Resume," or any other format your choose.
- Announcement Number
- Title and grade of the position applying for.
- Identify the lowest pay or grade level you will accept.
- Copy of most recent (nonperformance/non-incentive award) SF-50B, "Notification of Personnel Action." (*Status applicants only.*)

PERSONAL INFORMATION

- First, last & middle name
- Mailing address (*with ZIP Code*)
- Social Security Number
- Day and Evening Phone Numbers (*with area code*)
- Country of Citizenship
- Highest Federal civilian grade held. Include job series and the dates you were at this grade level.

WORK EXPERIENCE

- Describe specific duties & responsibilities.
- Include paid and volunteer work experience. (*Include title, grade & series if applicable*)
- Performance Appraisal (Optional)
- Indicate if we may contact your supervisor.

OTHER QUALIFICATIONS

- Job-related** training courses (title and year)
- Job-related** skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
- Job-related** certificates and licenses (current only)
- Job-related** honors, awards, and special accomplishments, for example publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but to not send documents unless requested.)
- Rating factors identified on the previous page (Optional).

INFORMATION FOR VETERANS

- DD Form 214
- Proof of veterans' preference if applicable.

PERSONS WITH DISABILITIES

- Letter of eligibility from the appropriate State Department Rehabilitation Service. *(This document is to be provided only if you are applying under a special appointing authority for individuals with disabilities.)*

EDUCATION

- High School, address & zip code
- Date of diploma or GED.
- Colleges & Universities, address & zip code
- Identify majors, degree received, & date graduated (If no degree, show total credits earned & indicate whether semester or quarter hours.)
- College transcripts. *(If applicable)*